

November 28, 2017

**MEMORANDUM FOR THE ADMINISTRATOR**

**SUBJECT : NEA's Annual Procurement Plan 2018**

In compliance with Republic Act 9184 and its Implementing Rules and Regulations (IRR), the NEA's Annual Procurement Plan (APP) of 2018 is the result of the judicious and meticulous consolidation of all Project Procurement Management Plans (PPMPs) reflecting the numerous requirements on office supplies, administrative and logistical support as submitted by the various department/offices.

After a review and evaluation, the APP of 2018 contains the funding requirements, summarized as follows:

1. Purchases from PS-DBM	2,399,227.42	}	6,963,239.42
2. Purchases from Private Suppliers	4,564,012.00		
3. Diesel			518,000.00
4. Gasoline			560,000.00
5. Oil and Lubricants			322,000.00
6. Water			1,800,000.00
7. Electricity			9,200,000.00
8. Telephone Subscription/ PABX Lease Rental			1,800,000.00
9. Cellphone Subscription			1,200,000.00
10. Internet Subscription			3,170,000.00
11. Postage			630,000.00
12. Rental of Reproduction Machines			1,200,000.00
13. Printing and Binding			241,600.00
14. Publication and Subscriptions			240,000.00
15. Professional Services			36,300,000.00
16. Repair and Maintenance Services			8,000,000.00
17. Insurance Premiums			5,300,000.00
18. Training and Seminar Materials			1,954,890.00
19. Information Technology Equipment			27,420,079.00
20. Office Furniture, Fixtures, Equipment			1,828,000.00
21. Testing/Engineering Equipment			4,340,000.00
22. Unprogrammed Supplies and Materials			1,000,000.00

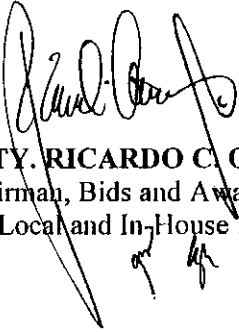
**Total : Php. 113,987,808.42**

Each category is within the budget allocation as reflected in the NEA's proposed Budget for 2018 except for the emergency purchases which will be funded through the allocation for emergency purchases.

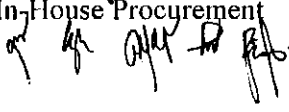
Moreover, the purchase of office supplies, materials, equipment and those procurement items involving an amount not exceeding one million pesos (P1,000,000.00), may be done through Shopping Method and Small-Value Procurement and for that purpose, the **General Services Division** should be given the authority to effect such modes of procurement.

Technical  
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In view of the above, may we recommend the adoption and approval of the proposed **Annual Procurement Plan (APP) for 2018** in the amount of **PhP113,987,808.42** and the grant of authority to the GSD to effect Shopping Method and Small-Value Procurement for the items not exceeding an amount of one million pesos (P1,000,000.00).



**ATTY. RICARDO C. ORIAS, JR.**  
Chairman, Bids and Awards Committee  
For Local and In-House Procurement



Approved by:



**EDGARDO R. MASONGSONG**  
Administrator

NATIONAL ELECTRIFICATION  
ADMINISTRATION  
Office of the Administrator



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